



## **Internal notification from your Human Resources Section**

**For: All Staff**

### **Vacancy Announcement 2015-54 – Plumber**

**OPEN TO:** All Interested Candidates

**POSITION:** Plumber, FSN-4, FP-AA\*

**OPENING DATE:** December 9, 2015

**CLOSING DATE:** December 23, 2015

**WORK HOURS:** Full-time

**SALARY:** \*Not-Ordinarily Resident (NOR): Position Grade: FP-AA  
\*Ordinarily resident (OR): Position Grade FSN-4

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bishkek is seeking eligible and qualified applicant for the position of Plumber in the Facility Management Office.

### **BASIC FUNCTION OF POSITION**

Plumber is employed to accomplish skilled maintenance, service, troubleshooting, and repair work of the water treatment, water distribution, and waste water discharge systems at the residential facilities, with occasional work at the embassy compound. Specializes in operations, maintenance, and repair of water treatment, water distribution and waste water systems. Employee is supervised by the Residential Operations Supervisor. Stands 24/7/369 on-call duty.

### **QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

**1. EDUCATION:** Required completion of journeyman level training from an accredited vocational school recognized as producing journeyman level plumbing and mechanical maintenance specialists. The specialty may be in the field of plumbing system installation, utility water supply, or waste water treatment at the level of commercial equipment maintenance.

**2. EXPERIENCE:** Minimum of two (2) years broad journeyman level experience in the repair and maintenance of commercial-size plumbing and mechanical systems working as a Plumbing Technician in an institutional, commercial or governmental building setting is required.

**3. LANGUAGE:** English Level 1 (rudimentary) is required. Russian Level 3 (good working knowledge) (reading, speaking, and writing) is required. *(Language proficiency will be tested.)*

**4. SKILLS AND ABILITIES:**

The incumbent shall have the skills and abilities in the following areas: diagnosing and repairing filtration systems, water pumps, and hot water systems; testing potable water system components, monitoring of chemicals and salt, and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Additional skills include installation of plumbing required for diesel fuels; distinguishing frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs. Additional abilities include responding to emergency situations in an efficient and timely manner to make immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Basic computer literacy. *(This will be tested)*. Must be organized. Must be able to read technical diagrams and documents, interpret maintenance plans, and understanding technical literature. Gas welding certificate is required. *(This will be tested)*. A local Driver's License (Class B) is required for occasional use for operation of official Embassy vehicles for Official business, both manual and automatic transmissions. *(This will be tested)*. Physical ability for lifting and carrying tools, equipment and parts up to 20 kg. Be available 24/7/365 for on-call duty.

**5. JOB KNOWLEDGE:**

The incumbent must have a very good technical understanding of major building plumbing / mechanical systems and equipment with a specialty in plumbing systems. The incumbent shall possess job knowledge to include basic math, geometry and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. A general knowledge of building systems and operations, mechanical principles and theories, and familiarization of the proper use and hazards of chemical materials is needed. Knowledge of normal, standby, and emergency modes of utilities is required. Knowledge of the principals of the water treatment (potable and waste) is required. General knowledge of U.S. building practices, trade craft, construction methods and details, fire suppression systems, and life safety codes and standards is required. Working knowledge of electrical and general maintenance safety practices.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained from the Human Resources Office. Please contact + 996-312-597-000 (Ask telephone operator to transfer the call to the Human Resources Office).

**SELECTION PROCESS:** When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

**HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

## **ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a local employee staff security clearance.

## **HOW TO APPLY:** Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, a copy of local Driver’s License (Class B), copy of gas welding certificate and etc.).

**IMPORTANT:** Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMEP).

## **WHERE TO APPLY:**

|                               |   |
|-------------------------------|---|
| <b>Human Resources Office</b> | U.S. Embassy Bishkek  |
| <b>Mailing Address:</b>       | Prospect Mira, 171, Bishkek, Kyrgyz Republic                        |
| <b>E-mail Address:</b>        | <u><a href="mailto:BishkekHR@state.gov">BishkekHR@state.gov</a></u> |

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix A - DEFINITIONS

**Eligible Family Member (EFM):** An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.